

Group Accommodation

The Old Convent

Information Pack

Accommodation for up to 30 people in the upper and lower convent



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Welcome! Salve – Welcome to Australia’s only monastic town.



New Norcia – A Unique Experience.

‘In almost thirty years of constant travelling around the world, I have seldom found a place so clarifying and calm as New Norcia. It makes you think again about what matters; it returns you to a sense of stillness and community that’s hard to find in the modern world; it refreshes the soul better than any holiday. The only hardship of coming here is leaving.’

Pico Iyer, Author & Travel Writer for Time Magazine & The New Yorker

New Norcia, Australia’s only monastic town:

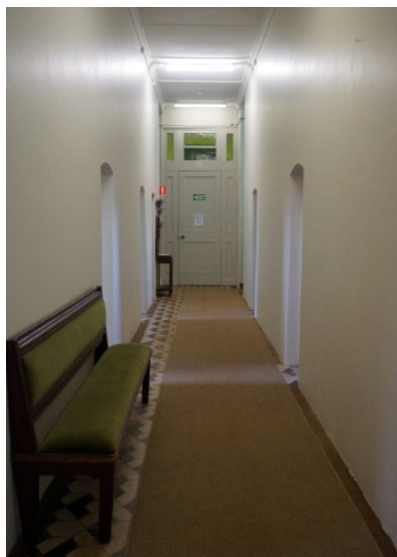
- A comfortable 90 minute drive from Perth
- Wide ranging facilities and work spaces available for groups within the village complex.
- Easy walking distance between the town’s facilities.
- Six sessions of daily prayers in the Monastery Chapel and Sunday Mass in the Abbey Church at 9.00 am.
- The ability to learn about monastic life by talking with a Benedictine monk.
- A Mission Cottage Interpretation Centre – an exhibition about the Aboriginal families that lived and worked at New Norcia.
- A range of activities and programmes for your group - See our activity pack.
- Museum and Art Gallery – Mission and Monastery memorabilia is displayed alongside European Religious Artworks and Contemporary Australian Art works, as well as historical exhibitions.
- Guided town Tour – to unravel the unique history, architecture and artwork of New Norcia.
- New Norcia Hotel – serves delicious meals or locally crafted Abbey Ale and Abbey wines.
- The Riverwalk – a spiritual, historical and indigenous experience in the bush.

The monks and local community invite you to discover the peace (Pax) and faith (Fides) of Australia's only monastic town. For more information about the history of New Norcia, or things to see and do while here, please visit www.newnorcia.wa.edu.au.

Accommodation & Facilities

The Old Convent is a courtyard complex. Originally the home of Spanish Benedictine Sisters, the building is full of character and atmosphere and memories stretching back over 100 years. Today the Old Convent offers:

- Cosy accommodation for 30 people
- Large character lounge with open fireplace
- Charming dining room and
- Fully functioning kitchen for self catering groups up to 30 guests.
- Please Note. There is no wheelchair access to this area.



Lower Old Convent

The building is heritage listed, has basic shared bathroom facilities, and has recently been updated.

Linen can be provided @ \$10.00 pp which includes linen, towel and pillow case.

There are other work spaces in New Norcia, including the Work Centre, which seats up to 30, the Seminar Room which seats up to 50 and St Joseph's Hall which seats up to 100.

Both the Seminar Room and St Joseph's Hall have full audio visual equipment installed.

Bookings of these venues are required prior to your arrival and are subject to availability. Charges apply.

Residential guests are welcome to use the town's sporting facilities, including tennis and basketball courts.

Please note you will need to bring your own equipment.



Bedroom – Lower Old Convent



Lower Old Convent Lounge



Upper Old Convent Lounge area.

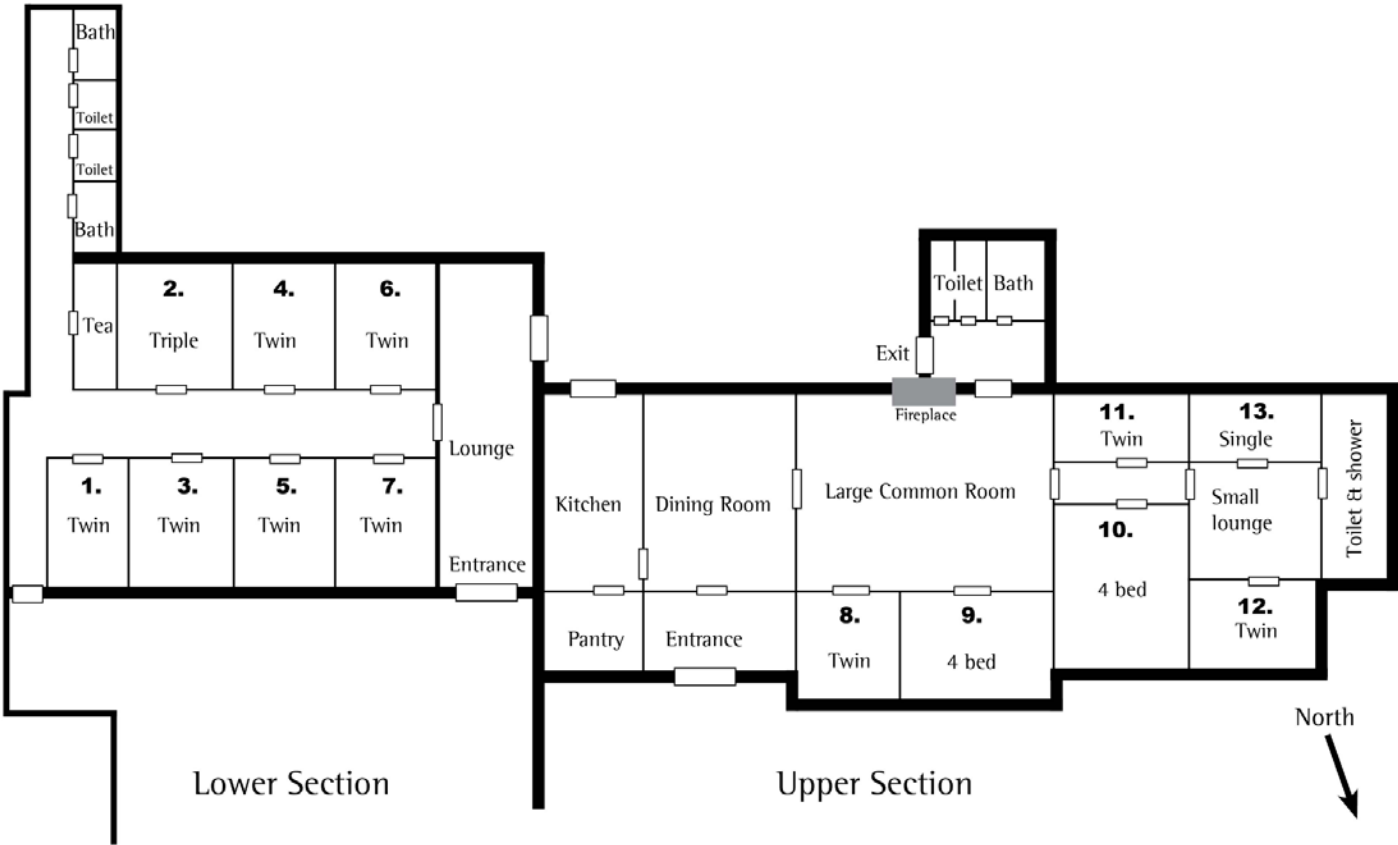


Upper Old Convent – shared bedroom



Upper Old Convent bedroom

Floor Plan: The Old Convent



House Rules

- Emergency exits are at the front and back door of the Old Convent, both upper and lower.
- Muster point is the museum car park to the southern end of the building.
- Please DO NOT put anything down the toilets other than toilet paper as our plumbing system will not handle it.
- Please do not stick anything on the walls in or around New Norcia.
- For catered groups, there is “DINING ROOM PROCEDURE” instructions on the wall in the St Ildephonsus’ College dining room please read and follow instructions. Dishwasher instructions are on the front of washer.
- No ball games in or around the buildings.
- Windows to be secured tightly.
- Vehicle speed limits should be followed. Note there is a 20km/hr speed limit on internal roads around New Norcia. Please take care of our pedestrians.

Guidelines for Staying in Heritage Buildings

The colleges at New Norcia are both over 100 years old. They are heritage buildings and precious, so please take note of the following:

- **FLAMES:** No naked flames or flammable liquids inside the buildings. Please use battery operated candles.
- **NO SMOKING:** All buildings are strictly non smoking areas.
- **POWER:** Excessive use of power overloads the circuit and results in power failure. In this event, emergency lighting will be activated. Please contact the Group Accommodation Manager if in business hours, or the Emergency after hour’s number, both found on page 14, if you are having problems with power supply.
- **BEDS:** Please do not put your bags on the bed covers. This will reduce the soiling of bed covers.
- **FIRE:** Make your way through the exit doors and to the muster point as directed by the nominated leader in charge. More information can be found on pages 14/15.

- SECURITY: If the building is left open, tourists may wander into the area. PLEASE DO NOT leave valuables unattended. NEW NORCIA SERVICES DOES NOT ACCEPT RESPONSIBILITY for loss or theft. Please ensure the entrances are locked when absent from the building.
- WINDOWS: On windy nights, please ensure windows are firmly closed and latched to prevent rattling
- DAMAGES: Please treat our heritage buildings and equipment with respect, as you will be liable for costs associated with damages sustained.
- HEATERS AND FURNITURE: Only New Norcia staff may move furniture and existing heaters throughout the building. Please note, no other heaters may be used in the building.
- HOUSEKEEPING: You are responsible for the general tidiness of the building in which you are staying.

Catering

Groups of up to 30 people can also choose to self cater in the Old Convent. There is a fully functioning kitchen in the Old Convent including an oven, microwave, fridge, and basic cooking utensils.

New Norcia Central Catering Services (NNCCS) provide a full catering service for large groups. All meals are served in the St Ildephonsus' College dining room (seats 84), or the Green Room (seats 24), depending on the size



of your group



Upper Old Convent dining room

(please enter from the rear of the building).

Catering prices include three main meals, morning/afternoon teas and supper. See example Menu plan attached on pages 11/12.

Various levels of service are available from full set up and clean up to self service.

FULL SERVICE: Our friendly staff will serve up all meals and clean up after each dining service for an additional cost of \$3.00pp per meal.

SELF SERVICE: your own designated group members will be responsible for the serving of each meal followed by full clean up after each meal/sitting.

Details of self service meal procedures can be found on pages 12/13.

To arrange catering for your group please contact groups@newnorcia.wa.edu.au a Menu Preference Form will be sent/emailed to you. You will need to fill in all appropriate areas sign and return along with any special dietary requirements, at least 28 days prior to your arrival. Final confirmation of numbers is required 14 working days prior to your arrival. See menu preference form example on pages 11/12.

You can also arrange to dine at the New Norcia Hotel, where you can organise a set price menu or order from the a la carte menu. The Hotel is a wonderful place to enjoy a special meal or drink with your group and where New Norcia Abbey Wines, Ales, Port, Muscat and Bakeries produce are available.

Open from 10.00am to 8pm, 7 days a week. To book ph 08 96 548 034.

The New Norcia Roadhouse provides snacks, coffee and cake, takeaway food and basic supplies. Open from 7.30am to 5.00pm 7 days a week.

Catering - sample menu plan

Please note all meals including morning & afternoon teas along with supper will be served in St Ildephonsus' dining room at your specified times.

BREAKFAST

Cereals & yoghurt, toasts & spreads, fruit, Chef's choice of two hot cooked dishes and fruit juice.



TEAS

Morning tea: fresh fruit & drink

Afternoon tea: Chef's choice & drink

Supper: biscuits & hot drink*

* Fill up water bottles at morning
or afternoon tea

LUNCH

+ Chef's choice (most likely a
sandwich selection)

A sausage sizzle can be provided
for groups wanting to make a
quick getaway on the last day



DINNER

Please nominate ONE choice on your Menu Preference Form

No 1.Soy Chicken

Served with steamed rice and seasonal vegetables

No 2.Roast Beef

Served with gravy, roast potatoes, cauliflower cheese, peas, honey carrots & corn

No 3.Italian Beef & Tomato Lasagne

Served with homemade garlic bread & a tossed green salad

No 4. Spaghetti Bolognaise

Served with homemade garlic bread & a tossed green
salad

No 5. Pan Fried Fish

Served with a fresh herb sauce, béchamel potatoes &
seasonal vegetables
and dessert of the Day

No 6.Cold Roast Chicken

Served with pasta bake

No 7. Vegetarian or meat pizza

Served with Caesar salad

No 8.Grilled Chicken

Served with tabouleh salad

No 9. Quiche Lorraine

Served with roast vegetables and feta salad

No 10. BBQ meatballs

Served with a pasta and Greek salad

No 11. Cold Meat Platter

Beef, ham, chicken served with tossed green salad





St Ildephonsus' Dining room

Sample Menu Preference Form

To be completed and returned at least 28 days prior to arrival

Nominate ONE main meal choice, as indicated in the Camp Standard Menu (attached pages 9/10)

Please add any special dietary requirements in box allocated.

If your form is not received by the designated time, a default menu will be chosen.

You will be charged according to the numbers indicated on this form unless contact is made at least 14 working days prior to your arrival.

Please return to groups@newnorcia.wa.edu.au or fax 08 9654 8097 (Att: Groups).

| NAME OF SCHOOL/GROUP: MARLON'S DANCE ACADEMY | | | | | |
|--|---------|---------|-------|------------------|-------------------------|
| DATE | TIME | NUMBERS | VENUE | MEAL CHOICE | COMMENTS (dietary req*) |
| 11/10/2017 | | | | | |
| Breakfast | | | SIC | Continental | |
| Morning tea | | | SIC | Chef's selection | |
| Lunch | 12.30pm | 85 | SIC | Chef's selection | 5 x Vegetarians |
| Afternoon tea | 2.30pm | 85 | SIC | Chef's selection | 3 x Lactose intolerant |
| Dinner | 6.30pm | 85 | SIC | No.8 - Chicken | |
| Supper | 9.00pm | 85 | SIC | Chef's Selection | |
| DATE | TIME | NUMBERS | VENUE | MEAL CHOICE | COMMENTS (dietary req*) |
| 12/10/2017 | | | | | |
| Breakfast | 7.00am | 85 | SIC | Continental | |

| NAME OF SCHOOL/GROUP: MARLON'S DANCE ACADEMY | | | | | |
|--|---------|----|-----|------------------|--|
| Morning tea | 10.00am | 85 | SIC | Chef's Selection | |
| Lunch | 12.30pm | 85 | SIC | Chef's selection | |
| Afternoon tea | 3.00pm | 85 | SIC | Chef's Selection | |
| Dinner | 6.30pm | 85 | SIC | No. 5 - fish | |

Morning and afternoon teas are provided as a free complimentary addition to all selected packages.

* A Vegetarian Dish of the Day can be requested in advance for lunch and dinner. We require at least 28 working days notice of any special dietary requirements otherwise extra costs will be charged. Any visitors suffering from severe allergies are advised to bring their own supplementary food, which can be stored and prepared accordingly. Attendees with special dietary needs are requested to bring their own morning and afternoon tea and bread. It is the responsibility of school/group staff to ensure attendees with special dietary needs have snacks for morning and afternoon tea and only eat the specific food items prepared for them by the chef.

COORDINATOR'S SIGNATURE: _____

DATE: _____

Dining Hall Procedures for Self Service

New Norcia Central Catering Services (NNCCS) provides a catering service to all groups. Access to the main kitchen is not permitted and footwear must be worn at all times.

Schools and groups nominating self service must arrange your designated staff and students to cover the following procedures.

SETTING UP

Your designated 6 – 8 group members to arrive 15 minutes before all meals.

Prepare tubs in dishwashing area with soapy water for clean up.

Prepare the dishwasher for use (see instructions on front of the dishwasher).

SERVING

You will need to assign 2 – 3 groups/ staff members to undertake the serving up of all meals to ensure an even allocation of food portions and to ensure the safety of children around all hot equipment.

Please cover food with lids when not serving.

MEAL TIME

Guests with special dietary requirements are to be served first. NNCCS staff will inform you of these selected dishes.

One table at a time comes forward.

Take a plate from the service table.

Be served by your allocated group/staff members.

Be aware of hot equipment.

CLEARING UP

Dispose of the food scraps into the designated garbage bin.

Place all dishes on the bench in the dishwashing area.

Separate knives, spoons and forks into the designated tubs.

WASHING UP

Please find instructions for how to use the dishwasher on the front of the dishwasher.

After each meal the dish washer must be cleaned and emptied ready for the next sitting.

Instructions for this procedure are on the front of the machine.

CLEANING (equipment located in the dishwashing area/scullery).

After each meal please:

Wipe down all tables in the dining hall.

Sweep the dining hall floor, mop up any spillages.

After your last meal of the day: stack chairs beside tables and mop the dining hall floor.

(please dispose of dirty water in the designated sink in dishwashing area).

Ensure all dishes and cutlery used during the meal are washed and put away.

All rubbish is to be placed into the rubbish bins located on the outside north end of St Ildephonsus' College. (No exit through kitchen).

Rubbish bags are to be double tied and placed with the handle facing upwards. Any bags that are too heavy will NOT be taken and groups will be asked to re-bag the rubbish.

Replace new bin liners.

Switch off all lights.

PRICE LIST

Accommodation \$41.00 per person (no Linen)

Linen Hire \$10.00 per person

Catering

Meals - Includes three main meals plus morning and afternoon tea.

Adult Meals \$55.95

High School student; \$49.95

Primary School student; \$45.00

Full Service \$3.00 per person per meal

Hall Rental

St Josephs Hall \$200.00

Work Room \$100.00

Education Seminar Room \$150.00

Prior to Arrival, Must Haves and Departure

28 DAYS PRIOR TO ARRIVAL: by Fax, Email or Post

If your groups choose to be catered for NNCCS, please complete the Menu preference form, details of special dietary needs.

If you have booked into any activities please confirm them.

14 DAYS PRIOR TO ARRIVAL

Final numbers of your group (you will be invoiced for this number).

MUST HAVES FOR HAPPY CAMPERS.

Sleeping bag, sheets and bath towels. (if not booking linen)

Torch (this is important for moving between buildings after dark).

Sunscreen and insect repellent.

First Aid Kit (one per group).

Hat (summer) and raincoat (winter).

Warm clothing in winter (New Norcia is often colder than Perth).

Please note:

All groups (including schools) are required to keep one vehicle at New Norcia during their stay here. There are no taxi services available in the area. In the event an incident occurs while at New Norcia; it may not qualify for the services of the local volunteer ambulance service. Under these circumstances the responsibility to provide transport to seek medical assistance rests with the group organisers and coordinator on site.

WHEN YOU ARRIVE

Check in time is 2.00 pm. You MAY be able to enter into your venue earlier if prior arrangement has been made with the Group Accommodation Manager.

If you have a Next G mobile, please contact the Group Accommodation Manager as soon as you arrive in town, unless you have made other plans.

The Group Accommodation Manager would appreciate 10 minutes to welcome your group and discuss guidelines and emergency procedures before you move into the accommodation areas.

If you choose self service, a member from New Norcia staff will take your designated 6 - 8 group members over to the St Ildephonsus' dining room to instruct them on all dining hall procedures.

WHEN YOU DEPART;

ROOMS MUST BE VACATED BY 9AM; THE BUILDING NEEDS TO BE VACATED BY 10AM.

It is the group leader's responsibility to ensure the items below are completed before departure.

- Rubbish from within and around your venue is collected and placed in the large bins at the front of the Old Convent.
- Bins are emptied and new bin liners replaced in bathrooms, dormitories and kitchen.
- Toilet, bathroom and kitchen areas are clean.
- Rooms are cleared of all belongings and rubbish.
- Lights are switched off.
- Windows are closed and curtains drawn.
- All chairs, tables and other equipment used is returned to their original locations.
- Keys are returned to the Group Accommodation Manager. Lost keys are charged at \$10.00 per key.

The Group Accommodation Manager will conduct a final inspection and departure may be delayed if all tasks are not completed. Additional charges may be incurred if the above is not carried out to their satisfaction (\$30.00 per hour).

If you have any questions please do not hesitate to contact the Group Accommodation Manager.

Phones, Emergency Numbers & Supervision

Please note, only Next G Network mobile phones work within New Norcia and there is no WI-FI.

Public phones are located at the Guesthouse and the New Norcia Roadhouse.

The Group Accommodation Manager can be contacted during office hours Monday to Friday (7.00 am – 3.00 pm) on 9654 8018 / 0429 860 496.

EMERGENCY CONTACT NUMBERS

| | |
|---|--------------------------|
| Police/Ambulance | 000 |
| Fire Brigade | 000 |
| Hospital (Moora) | 9651 0222 |
| Group Accommodation Manager | 9654 8018 / 0429 860 496 |
| Maintenance Emergency out of hours number | 0400 882 293 |

Please note: The Emergency After Hours number is to be used only in the case of an urgent maintenance issue (for example, power outage, water leak, gas leak etc) that needs immediate attention.

SUPERVISION

We expect supervision ratios to be no lower than 1:10 (i.e. one responsible adult to every 10 students). Sleeping arrangements should ensure staff are located in proximity to the dormitories being used.

GROUP CONTACT DETAILS

Please provide us with the name and contact number of a responsible adult on site (usually the group coordinator) and the name and contact number of a responsible adult off-site who will be contactable for the duration of your visit (possibly the school principal).

Emergency Response Plan

Please see the Old Convent's floor plan on page 6 showing the exit points in the event of an emergency.

Prior to occupying the convent, staff members must be allocated an area to evacuate:

On arrival, guests should familiarise themselves with the Emergency Exits and one person must be nominated as the group leader.

One group member must be designated to contact emergency services using the phone provided and calling 000.

A phone call to the Town Fire Warden MUST then also be made on 0400 882 293.

IN THE EVENT OF AN EMERGENCY:

1. Supervise guests to exit the building using the Emergency Exits (follow EXIT signs).
2. Call the Fire Warden on 0400 882 293 and if necessary Emergency Services on 000.
3. Direct all guests to the Assembly (muster) point (Museum car-park)
4. Do not stop to collect any belongings.
5. Direct guests to form into lines and do a head count.
6. Do not re-enter the building.
7. Await instructions by the fire wardens.

Please note it is the responsibility of the group leader to carry out a head count and to ensure the above plan is adhered to. Once at the muster point the following information must be relayed to the Fire Wardens:

- How many people there were in the building and the result of the head count.
- Nature of the emergency – for example, how and where the fire may have started.
- Any additional information that may be of use to the Fire Wardens.

Risk Management Plan

HEALTH & SAFETY CODES

Applicable health and safety codes are adhered to in each venue/activity in New Norcia.

DROP OFF AND PICK UP

Ask your bus driver to park in the back area of St Gertrude's College to start unloading. You will be greeted by the Group Accommodation Manager who would appreciate 10 minutes to welcome your group and discuss guidelines and emergency procedures before you move into the accommodation areas.

ROADS

New Norcia is divided by New Norcia Road, which is a 60-kilometer zone. At times this road can be busy so it is recommended school staff supervise students when crossing from one side of town to another.

In places the surface of the ground around town is gravel which can be slippery and uneven. Please be careful when walking, and avoid running as this increases the likelihood of falling and possible injury. Make sure you wear closed in comfortable shoes for walking around town.

MEDICAL EMERGENCY FACILITIES

All groups should bring their own comprehensive First Aid Kit. A local ambulance is available to take patients directly to the District Hospital at Moora.

The contact details are:

Moora Hospital

Dandaragan Road, Moora, 6510

Phone: (08) 9651 0222

In the event of minor injuries, your group leader is responsible for dealing with these issues. A member of your group/school will be required to drive the student/guest to the hospital if required. Therefore it is suggested that your school groups brings a separate car in case of this eventuating.

PUBLIC LIABILITY

New Norcia Services, which owns and operates the Old Convent, has Public Liability Insurance with Catholic Church Insurances Limited. A Certificate of Currency can be supplied upon request.

Department trading hours and phone numbers;

New Norcia Roadhouse

7.30 am - 5.00 pm

(08) 9654 8020

New Norcia Hotel

10.00 am - late (Monday - Sunday)

Lunch/dinner, Monday - Thursday: 12-2.00 pm & 6-8.00 pm

Lunch/dinner, Friday - Sunday: 12.30-2.30 pm & 6-8.30 pm

(08) 9654 8034

Museum & Art Gallery

9.30 am - 4.30 pm

(08) 9654 8056

Group Accommodation Contact Details

For further information, or to make a booking, please contact the Group
Accommodation Manager at:

The Benedictine Community of New Norcia

Phone: (08) 9654 8018

Fax: (08) 9654 8097

Mobile: 0429 860 496

Email: groups@newnorcia.wa.edu.au

Website: www.newnorcia.wa.edu.au